

INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

The Civil Service Commission (CSC) through its Bids and Awards Committee (BAC), invites suppliers/manufacturers/distributors/contractors to apply for eligibility and to bid for the hereunder project:

REQUIREMENTS / SPECIFICATIONS:

**Purchase of Office Equipment:
(Solicitation No. 2008 – Office Equipment)**

ITEM / DESCRIPTION	TOTAL ESTIMATED BUDGET	OFFICE
OFFICE EQUIPMENT		
2 pcs. DRY SEAL EQUIPMENT - CSC logo - Brass	Php 10,000.00	IRMO
1 set ELECTRONIC TOOL SET -- Soldering iron, soldering pump, 2 cross headed screw drivers, 2 flat headed screw drivers, tester, long nose pliers, craft knife, side cutting pliers, tweezer)	Php 1,000.00	OPMIS
1 set RJ45 CRIMPING TOOL	Php 3,500.00	OPMIS
1 pc. LADDER - four-step	Php 2,000.00	ERPO
1 unit PAPER SHREDDER - preferably Model PS 70 - 12 sheets capacity - Strip cut, shreds staples and paper clips	Php 10,000.00	CSLO
1 unit DOCUMENT SHREDDER - preferably Olympia 150cc Cross-cut Shredder Model - 9-inch working width to handle any business document - Available in both strip cut and cross cut versions - Compact with front-loading paper feed allowing convenient under-the-desk placement - Separate opening for general waste – eliminating the standard waste-basket - Large waste-basket easily emptied by pulling out toward the front - Heavy-duty motor – maintenance free - Cutting Capacity: 4-6 sheets - Shred Size: 5/32" x 1 3/32" - Voltage: 220 volts - Power: 0.4 HP - Catch Basket: 1 cubic foot - Noise Level: 52 dBA - Dimensions: 13 3/4" x 9" x 21 5/8" - Weight: 15.5 lbs.	Php 10,000.00	ERPO

1 unit PAPER SHREDDER - Paper electronic auto shredder - With waste basket	Php 10,000.00	OPMD
1 unit RECLINING CHAIR - round steel	Php 2,200.00	ERPO
1 unit TROLLEY - Japan made - Flatbed - Size: (L) 3 ft x (W) 2 ft. - 300 kgs. Capacity - With heavy duty wheels	Php 7,000.00	CSLO
TOTAL ESTIMATED BUDGET	Php 55,700.00	

Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

The complete schedule of activities is listed, as follows:

- 1) Issuance of canvass forms (Canvass stage) : June 26 to July 3, 2008
- 2) Opening of Bids / Quotations : July 4, 2008
- 3) Evaluation of Bids / Quotations : July 4, 2008
- 4) Awarding of Bids / Notice of Award : July 4, 2008

The Civil Service Commission assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of bid.

(REMINDER: Please indicate in your quotation/s the corresponding Solicitation No. and Reference No. found in the G-EPS Notice of Abstract)

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